



## Field Project Coordination Associate

<b>Job title:</b>	<b>Field Project Coordination Associate - West</b>
<b>Level:</b>	<b>SC 5 / SB3, Peg 2</b>
<b>Position Number:</b>	<b>107114</b>
<b>Location:</b>	
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract (Temporary)</b>
<b>Rotational/Non-Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>8 Months (*Renewable)</b>
	<b>*No expectancy of renewal in accordance with UN Staff Regulations 4.5</b>

### How you can make a difference

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results.

### About the Project

UNFPA Sri Lanka is implementing several projects in Sri Lanka supporting the 10<sup>th</sup> Country Programme to achieve the three transformative results. These projects primarily focus on strengthening the government capacity, enhancing quality and equity in service delivery on V, and promoting, and advancing the rights and choices of all.

### The Position

Under the supervision of the Humanitarian Project Office and the guidance of the Programme Manager for Humanitarian Nexus, the Field Coordination Associate will work in close collaboration with a range of staff in the country office, external partners, and agency counterparts in support of programme delivery. S/He provides regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.



### **You would be responsible to:**

- Ensure the timely and accurate recording and administratively processing of government and NGO/Implementing partner proposals and requests for direct cash transfers;
- Conducting programme monitoring in the focus districts for cash and supplies and informing team members of the status;
- Help conduct regular spot checks of partners' projects to assess their financial record keeping, expenditure controls and reporting systems;
- Monitoring and tracking the efficient distribution of supplies that are required for effective program delivery;
- Support the programme section in researching, compiling and analysing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations;
- Carry out transactions ensuring programme results, activities and programme coding are as per annual work plan (AWP), and making amendments and alterations as per section revisions when necessary;
- Prepare monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results;
- Regularly monitor budgets and financial expenditures of sections by employing applicable tools, keeping supervisor informed and advised on actions for decision and or follow-up;
- Help prepare periodic or ad hoc financial report relating to country office and donors to support the office in optimising use of programme funds; and,
- Support capacity development activities related to programme development by preparing training materials and participating in exercises.

### **Qualifications and Experience**

#### **Education:**

- Secondary level education with 6 years of relevant experience. Bachelor's degree is desirable

#### **Knowledge and Experience:**

- Strong experience in humanitarian or development program implementation at national or field level is required,
- Knowledge of project administration, programme/project operations, monitoring and evaluation processes are an asset.
- Strong organisational, planning and prioritising skills and abilities
- High sense of confidentiality, initiative and good judgement
- Ability to work effectively with people of different national and cultural backgrounds



- High attention to detail
- Good analytical and report writing skills

### **Languages:**

Excellent command of the English language and fluency in Sinhala and / or Tamil.

### **Required Competencies**

#### Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

#### Core Competencies:

- Communicating for impact
- Achieving results
- Being accountable
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships

#### Functional / Other Competencies:

- Self-management/Emotional Intelligence
- Job Knowledge/Technical Expertise
- Client Orientation
- Knowledge Sharing
- Ensuring Operational Effectiveness and Accountability for Results
- Creating Visibility for the Organization
- Delivering Results Based Programme
- Generating, Managing and Promoting the Use of Knowledge and Information
- Providing Technical Support and System
- Facilitating Quality Programmatic Results
- Creating visibility for the organisation

### **Compensation and Benefits**

UNFPA offers an attractive compensation package commensurate with experience. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

No hard copy applications will be accepted. All applications must be submitted through the UNFPA Recruitment Platform. Only short-listed applicants will be acknowledged.

### **Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other



fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**Incumbent's Name & Signature**

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**Immediate Supervisor's Name & Signature**

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**Head's of Office Name & Signature**

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